

# Retention and Classification Report

**Agency:** Stockton (Utah) (1126)  
Town Hall  
18 N. Johnson St., P.O. Box 240  
Stockton, UT 84071  
435 882-3877

**Records Officer** Fredda Root

28537 \*Cemetery burials biographical information  
06831 Council minutes

**AGENCY:** Stockton (Utah)

**SERIES:** 28537

3

**TITLE:** Cemetery burials biographical information

**DATES:** ca. 1875-2010.

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

This series contains information on burials compiled by Doralee Speakman in 2010. The series includes a Personal Record form for each identified burial in the cemetery with space to record such information as the name of the deceased, birth date and place, death date and place, date and location of burial, spouse and parents' names, list of source documents, and a biographical sketch. In addition to the Personal Record, there may be a photos of headstones, copies of death certificates, family group records, and copies of obituaries. The series was not created as part of the routine operation of the cemetery, but has become a primary reference source for cemetery staff.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of individuals buried in the cemetery.

**AGENCY:** Stockton (Utah)

**SERIES:** 28537

**TITLE:** Cemetery burials biographical information

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Stockton (Utah)

**SERIES:** 6831

3

**TITLE:** Council minutes

**DATES:** 1901-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Stockton (Utah)

**SERIES:** 6831

**TITLE:** Council minutes

(continued)

ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the operation of Stockton Town and the actions of the Town Council.

**PRIMARY CLASSIFICATION:**

Public                      UCA 63G-2-301(1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected.                      UCA 63G-2-305(32) (2008)